

Technical Branch  
Library, Museum and Zoo Group  
Museum Series

ART MUSEUM REGISTRAR

09/90

*Summary*

Under general supervision, ships, receives and tracks incoming and outgoing loans, and is responsible for the movement, storage and general conservation of the museum's collections; performs related duties as required.

*Typical Duties*

Supervises shipping and receiving of art objects, exhibitions, and loans; prepares condition reports, insurance reports and claims; develops and implements registration guidelines and procedures; assists curator in circulating traveling exhibits; develops and trains personnel in proper art handling techniques; assists in logistics and installation of exhibits; keeps records and makes reports.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Art History or a related field (MA preferred), and 3 years experience as a registrar or assistant registrar in an art museum.

Knowledge, Abilities and Skills: Considerable knowledge of professional museum registration procedures; good knowledge of art history; good knowledge of computerized data base systems and word processing; some knowledge of inventory procedures and museum facilities.

Ability to establish and maintain effective working relationships with others; ability to express oneself clearly and concisely, both orally and in writing.

Skill in meeting and dealing tactfully and effectively with the public.

Physical Requirements: Ability to lift and carry heavy objects (50 to 100 lbs.); operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas class "C" driver's license, or equivalent license issued by another state.

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Director of Personnel

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Department Head